

# MRP MOTOR VEHICLE FLEET MANAGEMENT MANUAL

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## CHAPTER 3

### REQUIREMENTS TO OPERATE

#### 1. PURPOSE

This chapter describes MRP requirements for official use and operation of motor vehicles including special use vehicles. These provisions meet the guidelines and requirements contained in Chapter 930 of the Federal Personnel Manual and Part 104-38.5006 of the Agriculture Property Management Regulations.

#### 2. RESPONSIBILITIES

- a. Any person operating a vehicle for official purposes as defined in Chapter 1 and Supplement 1 of this Manual will:
  - (1) Have a valid State/local motor vehicle driver's license and Government identification in his/her possession while driving a vehicle on official business. Employees must pay the cost incurred for obtaining the State's motor vehicle driver's license.
  - (2) Obtain the proper class of license needed to operate the types of vehicles assigned, including the Commercial Driver's License (CDL). If the CDL is required as a condition of employment, MRP will not pay for training and the CDL. However, if after the employee enters duty, MRP requires the employee to obtain a CDL, MRP will pay all related costs required, as determined by the Agency. Employees holding a CDL license are required to participate in the Department's random drug testing program.
  - (3) Comply with Federal, State, and local regulations pertaining to the use of motor vehicles. Operators are personally responsible for any charges incurred for motor vehicle violations, i.e., traffic and parking tickets, towing expenses. Employees should report moving violations, accidents, suspended licenses, etc., to their supervisors within 7 days whether occurring on official time or not.
  - (4) **NOT** drive a vehicle while under the influence of alcohol/drugs or when a medical condition or medication(s) interferes with driving abilities.
  - (5) Wear seat belts and require all passengers to wear seat belts at all times.
  - (6) Drive safely and defensively to avoid accidents.

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- b. Each supervisor will:
  - (1) Ensure that all operators use motor vehicles only for official purposes and possess a valid State/local driver's license for the class of vehicles they operate. Supervisors should review the license every 2 years.
  - (2) Ensure that Operators comply with any restrictions on their licenses.
  - (3) Ensure that MRP Form 105-R, Motor Vehicle Authorization, is completed for all operators. The form will be updated as required, and filed at the supervisor's ODS.
  - (4) Ensure that Operators are familiar with and follow the guidelines in this Manual and the MRP Vehicle Operator's Guide.
  - (5) Evaluate operator's driving abilities, compliance with safety regulations, and defensive driving habits annually. If necessary, require additional training or do not permit use of GOV.
  - (6) Ensure that the use of a GOV during irregular hours or on weekends is documented. (Documentation on time and attendance sheets is sufficient).
  - (7) Ensure that vehicle usage and operational costs are recorded and reports are maintained.
  - (8) Ensure that required payments contained in chapter 13 are submitted.
  - (9) Ensure that vehicles are protected against damage or theft, and maintained in safe operating condition.
  - (10) Immediately suspend driving privilege if an employee fails a drug test or is charged with a serious driving offense (DUI, vehicular manslaughter, etc.) whether occurring on official time or not.

### **3. TRAINING REQUIREMENTS**

- a. Supervisors will ensure that operators of specialized vehicles have the proper training before use of the equipment.
- b. Operators who tow heavy equipment must be provided training and information on safe towing procedures. Exhibit 1 contains information necessary for safely towing equipment.

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- c. Supervisors will ensure that all motor vehicle operators receive defensive driver training at least every three years.
- d. Supervisors will ensure that operators are referred to Federal or other medical officers for evaluation if there are medical questions or concerns about the operator's ability to operate motor vehicles.
  - (1) MRP will pay for the examination and travel costs if an operator is referred to a physician or optometrist for evaluation. The operator is responsible for any treatment costs, including glasses.
  - (2) The supervisor will complete the appropriate blocks of Standard Form 78, Certificate of Medical Examination, and give it to the operator. The employee will take the completed SF-78 to the examining physician. The examining physician will complete the form and forward it to the employee's supervisor.

The supervisor will review the SF-78 and any bills to verify the charges. The bill will be initialed and forwarded to the Financial Management Division, Accounting and Payments Section in Minneapolis for processing and payment.

### **4. DEFENSIVE DRIVER TRAINING**

- a. Defensive driver training is mandatory, every three years, for persons who operate motor vehicles on Government business. The training may be sponsored through the regional safety and health councils or the local safety committees.

Defensive driver training also is encouraged for all employees of MRP, regardless of whether or not they operate a Government motor vehicle.
- b. Collateral Duty Safety and Health Officers will use the MRP Form 125-R, Defensive Driver Training Log, as a means to maintain defensive driver training records. The supervisor is responsible for ensuring that the employee's defensive driving training is current.
- c. Airport ramp safety training is an additional requirement for personnel operating motor vehicles at airport facilities. Large airports or airlines may provide training for new employees through airport operations or security. Where this is not available, it will be the responsibility of the local work unit or facility supervisor to develop a program addressing traffic patterns, jetway and ramp safety, aircraft operating areas, approaches to aircraft and other service vehicles, and localized rules and regulations.

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### **5. OPERATION OF A GOV AT MARITIME PORTS**

- a. MRP employees whose duties require them to operate motor vehicles within the boundaries of maritime ports are subjected to unique hazards. Employees must be aware of special port authority regulations regarding speed limits and operating vehicles near long shore activities. Ports will have areas with poorly discernible traffic signs and reduced visibility due to buildings, cargo containers, and equipment.
- b. For the above reasons, it is required that MRP personnel who drive at maritime port activities take defensive driver training specific to the port(s) in which they are working. The port authority for the area is the best potential source of training. Other sources may include shipping lines or local trade unions at the facility.
- c. In the event that no source of training is available for the activity, the local MRP supervisor must ensure that employees are provided with orientation on operating vehicles on the port facility. The orientation, at a minimum, should include on-the-road time with a new employee to help in the recognition of hazardous areas, and familiarization with local traffic protocols. Where formal courses are not available, the development of structured training for employees, by the local MRP safety and health committees, is encouraged.